TO: **Economic Support Supervisors
Economic Support Lead Workers
Training Staff
Child Care Coordinators
W-2 Agencies
Workforce Development Boards
Job Center Leads and Managers**

FROM: Amy Mendel-Clemens
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BHCE/BWP OPERATIONS MEMO					
No:	04-37				
DATE:	07/26/2004				
FS	☐	**MA**	☐	**SC**	☐
CTS	☐	**CC**	☒	**W-2**	☐
FSET	☐	**EA**	☐	**CF**	☐
JAL	☐	**JC**	☐	**RAP**	☐
WIA	☐	**WtW**	☐		
Other EP	☐★				
PRIORITY: HIGH					

SUBJECT: Move Child Care Provider Screens from Mainframe to Web

EFFECTIVE DATE: August 30, 2004

PURPOSE

This memo introduces the new Child Care Statewide Administration on the Web (CSAW).

BACKGROUND

Department of Workforce Development (DWD) is engaged in a series of child care automation projects intended to meet the following objectives:

- Improve the efficiency and ease-of-use of automated systems through web technology;
- Whenever possible, simplify the programs and policies associated with administering the child care programs;
- Reduce program operating costs;
- Reduce the volume of, and costs associated with, authorization-related notices;
- Maintain coordination with the other income maintenance and employment programs;
- Achieve the goal of the federally-funded Child Care Data Sharing Grant, i.e., the development of a statewide file of all regulated child care providers;

- Better serve the customers of the Wisconsin Shares Child Care Subsidy Program, i.e., child care providers and low-income working families.

The Child Care program has already completed several Web-directed initiatives, beginning with the launching of CCPI (Child Care Provider Information) in 2001, giving child care providers access to information relating to their program through the Internet. Then CCPI was expanded to allow child care providers the opportunity to enter attendance data via the Internet (with appropriate county/tribal monitoring). The next project was the implementation of the CCPC (Child Care Provider Certification) system, automating the processing of applications of family day care providers to become certified.

Building on these successes, there are three primary automation projects scheduled for completion in the second half of 2004:

Move Provider Screens from Mainframe to Web (CSAW) – this operations memo describes, in detail, the migration of most CCPS screens to a Web-based platform. This project will provide the foundation for the subsequent two projects to nearly complete the transition of the child care automated systems to the Web.

Child Care Provider File – Also under the CSAW umbrella, this project implements the primary goal of the federal Child Care Data Sharing Grant, i.e., the creation of a single electronic repository of records of all regulated (licensed and certified) child care providers in the State of Wisconsin. An interface between the DHFS Bureau of Regulation and Licensing's CLIC system and the CARES/CCPS child care data base will result in individual provider records of all providers. CLIC will send, on a nightly basis, all new and updated licensed provider records, which will be cleansed, then matched, and merged with the existing CCPS tables. CLIC and CCPC will become the only valid sources for provider information in CCPS. All related CCPS screens and data elements will be locked down at that time; only CLIC and CCPC updates will be accepted.

Child Care Authorization Simplification – this project will implement several major program enhancements. Child care authorization screens and functionality will be moved to the Web and some fundamental changes to authorizations will be introduced. Child care notices will be re-formatted and issued on a weekly, rather than a daily, basis. A new before-and-after-school rate will be established resulting in more accurate payment rates for this type of care.

We anticipate that child care users will appreciate the results of these efforts. Future operations memoranda will describe the changes associated with these projects in greater detail.

MAINFRAME CHANGES FOR CSAW

Most of the CCPS screens will move from the mainframe to CSAW. The implementation of the provider screens will happen in two phases;

- August 30, 2004, the provider demographic screens and related functionality will move to CSAW.
- October 11, 2004, the authorization screens will move into CSAW.

PROVIDER DEMOGRAPHIC SCREENS

Below is a list of CCPS screens, which will migrate to the Web in conjunction with upcoming changes and will NOT BE ACCESSIBLE after 8/30/04. Updates to these screens will be done only by using CSAW.

CCNP – Create Child Care Provider
CCPL – Provider Listing
CCWN – W-9
CCPD – Provider Demographics
CCMC – Maintain Provider Category
CCCQ – Query Provider Category
CCPU – Provider Comments
CCRS – Restrictions on Ages Served (update via CCPC)
CCRO – Relatives Only (certified providers only)
CCPA – Provider Accreditation
CCRA – Rates and Ages Served (licensed provider only)
CCPE – Electronic Fund Transfer
CCTL – Tax Levy/Wage Claim
CCAA – Provider Alternate Address
CCDA – Child Care Provider Driver
CCIR – Query Provider Rates & Ages Served
MNCP – Child Care Provider Menu

AUTHORIZATION SCREENS

The authorization screens will move to CSAW on October 11, 2004. The screens will not be available using the mainframe after that date.

CCBH – Identify School Age Child
CCAC – Assign Provider
CCAH – Authorization History (Already available via CCPI)
CCQR – Query Provider Payment Rate Calculation
CCQZ – Query Provider Payment Rate Calculation
CCQC – Child Care Case Summary
CCAF – Display Authorization Form
CCDN – Online Notices for Child Care
CCRH – Re-banking of School Hours
CCSQ – Authorization Split Query

ATTENDANCE ENTRY

Update access is already available via CCPI. These CARES screens will NOT BE ACCESSIBLE after October 11, 2004. After October 11, 2004, provider attendance entry will be done using CCPI.

CCAR – Record Provider Attendance
CCHA – Child Care History Attendance. Already available via CCPI.
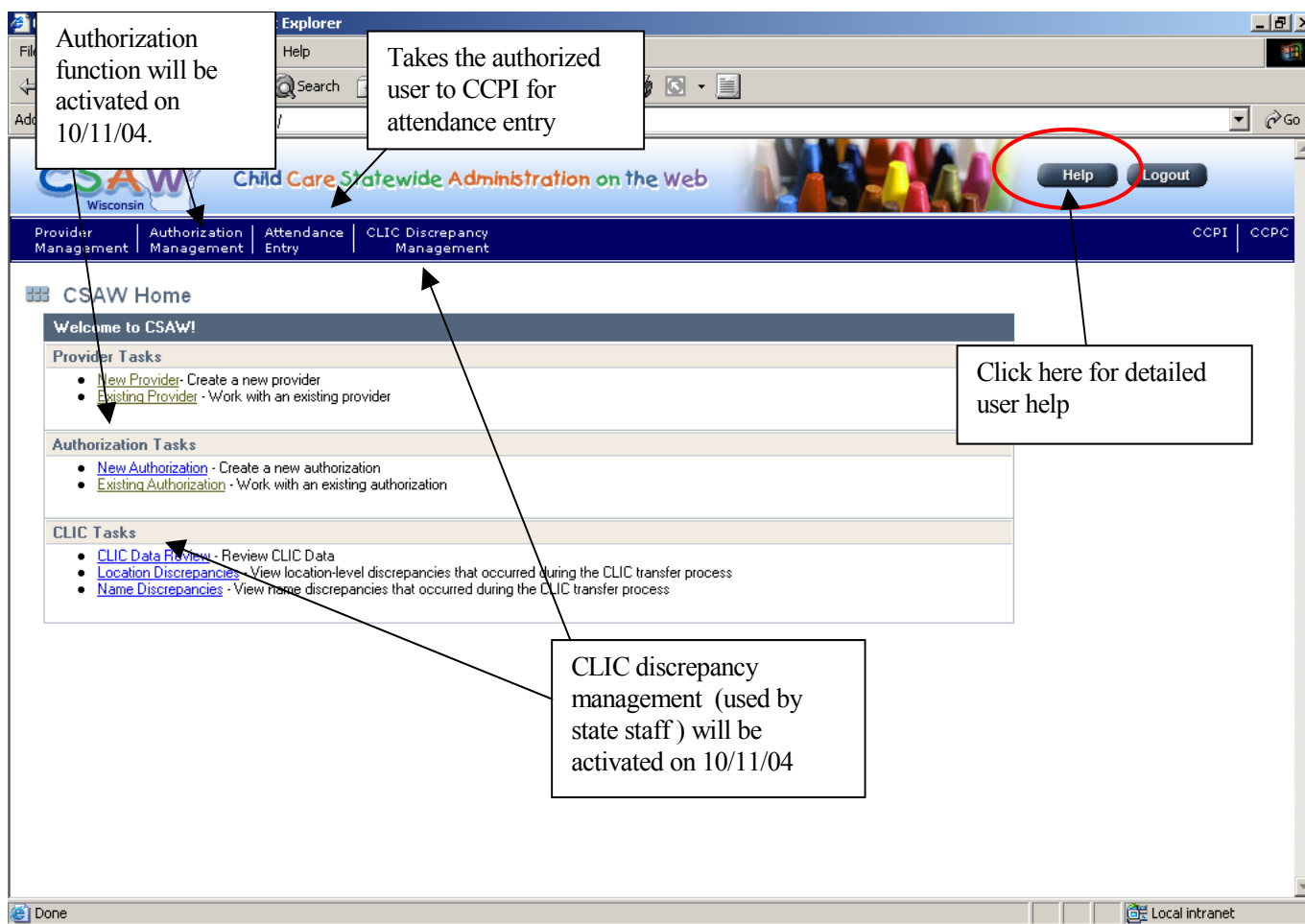CCOA – Override Attendance Record

OTHER SCREENS
All other Child Care screens not listed above will still be available on the mainframe.
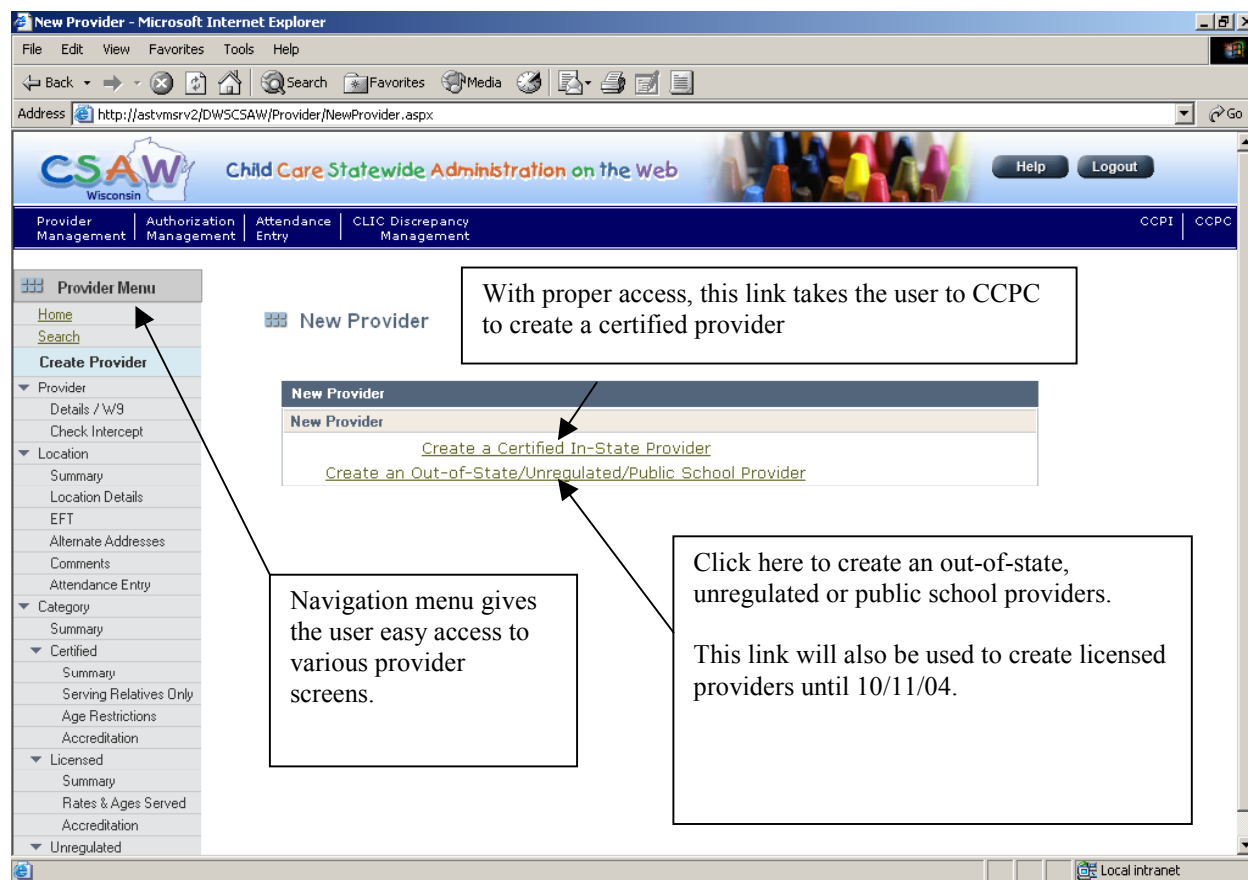
WEB SCREENS

Below are screen prints of key screens in the CSAW system:

The picture below shows the CSAW main page that is displayed when the user logs into the system.

This next picture shows the screen where new providers can be entered. Effective August 30, 2004, the authorized user can create licensed, out-of-state and unregulated providers using CSAW provider screens. The certified providers are created by using Child Care Provider Certification (CCPC) system. The interface with the DHFS licensing system (CLIC) will go into production on October 11, 2004. After that date, all licensed provider demographics, both new and on-going, such as name, location address, category, etc will be populated via a daily interface with the CLIC Licensing system. The CSAW users will no longer be able to modify licensed provider information (except the rate and alternate addresses and other non-demographic information).

SPECIAL FEATURES IN CSAW

Required fields
If a field name is written with bold font and has an asterisk (*) next to it, this field is required. The user cannot process the screen until these fields are completed.

History: The icon below takes the user to a history page.

Modify: An icon that looks like a pencil takes the user to the 'modify' page.

View: An icon that looks like a magnifying glass takes the user to view the page.

Delete: An icon that looks like a garbage can takes the user to the delete page.

Suspend authorizations
CSAW has new functionality that will enable workers to suspend authorizations to a provider location without end-dating the category. This feature is necessary because the subsidy workers no longer can end-date certification categories. Once the Licensing interface is in production on October 11, 2004, the subsidy workers will no longer be able to end-date licensed provider categories either. There are situations when the provider may continue being regulated but the local agency does not want the payments and authorizations to continue due to various concerns. The most common concerns are false attendance reporting, fraud investigation, etc.

HELP SCREENS

The CSAW system will have detailed help screens similar to the CARES Worker Web that is being developed by DHFS.

SECURITY

The detailed instructions on how to gain access to CSAW will be emailed to the subscribers of the Child Care Subsidy Email Listserve. If you have not subscribed to the email listserve yet, please log onto: http://www.dwd.state.wi.us/dws/programs/childcare/arrow/listserv.htm. **Make sure that you enter your email address accurately.**

TRAINING

Hands-on training will not be available for the CSAW users. However, there will be a power point that walks the users through the new screens. Once the power point is available, a notice will be emailed to the subscribers of the Child Care Subsidy Email Listserve. If you have not subscribed to the email listserve yet, please use the link listed above under Security.

CONTACTS

 BHCE CARES Information & Problem Resolution Center

★Program Categories – FS – Food Stamps, MA – Medicaid, SC – Senior Care, CTS – Caretaker Supplement, CC – Child Care, W-2 – Wisconsin Works, FSET – Food Stamp Employment and Training, CF – Children First, EA – Emergency Assistance, JAL – Job Access Loan, JC - Job Center Programs, RAP – Refugee Assistance Program, WtW – Welfare to Work, WIA – Workforce Investment Act, Other EP – Other Employment Programs.

DWD/DWS/BDS/CCS